



**DEPARTMENT OF PUBLIC SAFETY  
POLICIES & PROCEDURES**



POLICY NUMBER	
TRG: 05	
EFFECTIVE DATE: 11/12/2014	ORIGINAL ISSUED ON: 05/21/2007
REVISION NO:  4	

**SUBJECT: STATE POLICE RECRUITING AND SELECTION**

## **1.0 PURPOSE**

The purpose of this policy is to establish a written process to efficiently and effectively recruit and select capable, qualified applicants through a non-discriminatory process for the New Mexico State Police.

## **2.0 POLICY**

It is the policy of the New Mexico State Police to actively recruit, screen, and select qualified candidates for commissioned positions within the department. This process will have measures in place to safeguard the integrity of the process, as well as the privacy of the candidates.

## **3.0 APPLICABILITY**

All commissioned employees and applicants of the New Mexico State Police.

## **4.0 REFERENCES**

- A. New Mexico Statutes 29-2-7 and 29-2-8, NMSA 1978**
- B. The Cooper Institute Age and Gender Fitness Norms**
- C. CTB McGraw-Hill "Test of Adult Basic Education Table" Form 7, Level A**
- D. 1.18.790 NMAC – Executive Records Retention Schedule**
- E. CALEA Chapter 31 – Recruitment**
- F. CALEA Chapter 32 – Selection**

## **5.0 DEFINITIONS**

- A. Applicant** – Any person interested in becoming an employee of the Department of Public Safety, State Police Division.
- B. Background Investigator** – A commissioned State Police officer or designated agent approved by the Chief of State Police assigned to investigate an applicant's background for entrance into the State Police Academy.
- C. Lead Recruiter** – A commissioned State Police officer assigned to the Training and Recruiting Bureau in charge of all field recruiters, advertising, the review of applications, and the recruiting process.

## **6.0 PROCEDURE**

### **A. Recruitment**

1. The State Police Training and Recruiting Bureau shall maintain a recruitment plan that includes, minimally, the following:
  - a. A statement of objectives that is updated as needed.

- b. A plan of action designed to meet the requirements of the recruitment plan.
  - c. A procedure to evaluate progress in achieving the objectives defined in the recruitment plan.
  - d. The recruitment plan shall be revised and re-issued as new objectives are identified.
2. The Training and Recruiting Bureau shall develop training curriculum for department recruiters concerning department personnel matters, with an emphasis on equal employment opportunity. All employees who are assigned recruiting duties, either full or part time, shall receive this training prior to assuming their roles as recruiters.
3. Recruitment efforts should be made to maintain a gender and ethnic composition for the sworn ranks in approximate proportion to the makeup of the available work force in the agency's service community.
4. The Training and Recruiting Bureau shall maintain contact with applicants for all positions by providing updates after each phase of the application process; this will be done in writing. These efforts will be documented and maintained in the applicants' files.
5. The Training and Recruiting Bureau shall advertise all entry-level job vacancies through use of media, local governmental employment agencies, and community service organizations, as appropriate. The advertisement shall include:
  - a. Information concerning the Department as an equal employment opportunity organization.
  - b. Any official application deadlines.
  - c. A description of the duties to be performed, responsibilities, skills and education required, and other minimum requirements.

### **B. Recruit Selection**

1. All elements of the selection process use only those rating criteria or minimum qualifications that are job related. Applicants must meet the following minimum qualifications and evaluation factors:
  - a. Be at least twenty-one (21) years of age at the time of graduation from the State Police Academy with no maximum age limit.
  - b. Be a citizen of the United States of America.
  - c. Possess a high school diploma or GED.
  - d. Have no felony convictions.
  - e. Be of good moral character.
  - f. Possess a minimum of sixty (60) college credit hours from an accredited institution within two years of employment.
  - g. Vision must be 20/30 corrected or 20/100 uncorrected, with normal depth perception and satisfactory color vision.
  - h. Comply with the New Mexico State Police Anti-Drug Use Policy:

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- i. Any use of steroids within eighteen (18) months of application deadline is disqualifying.
  - ii. Any use of marijuana within twenty-four (24) months of application deadline is disqualifying.
  - iii. Any use of barbiturates, stimulants, or hashish within twenty-four (24) months of application deadline is disqualifying.
  - iv. Any use of cocaine, LSD, Methamphetamine, mushrooms within five (5) years of application deadline is disqualifying.
  - v. Any use of PCP within ten (10) Years of application deadline is disqualifying.
  - vi. Any abuse of opiates such as Hydrocodone, Oxycodone, Percocet, Roxocet, Percodan, or any pain killer containing opiates, where there is an identifiable pattern of abuse (prescribed or not) will disqualify the applicant.
  - vii. Any use of Heroin within (ten) 10 Years of application deadline is disqualifying.
  - viii. Peyote used for religious purposes is not disqualifying.
  - ix. Any use of any controlled substance while employed as a law enforcement officer or correction officer is disqualifying.
  - x. Any use of synthetic cannabinoid such as bath salts and spice within twenty-four (24) months of application deadline is disqualifying.
  - xi. Sale or distribution of any controlled substance is disqualifying.
  - i. No DWI conviction within thirty-six (36) months of application deadline.
  - j. Shall not falsify or omit any information from application.
  - k. Pass a physical fitness test.
  - l. Pass a written examination (general aptitude test).
  - m. Pass a polygraph examination.
  - n. Pass a background examination.
  - o. Pass a medical examination.
  - p. Pass a psychological examination.
2. Elements and Activities in Selection Process:
- a. New Mexico State Police application may be obtained from any State Police district office, the Training and Recruiting Bureau or the NMSP website at [www.nmsp.com](http://www.nmsp.com).

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- b. All completed applications shall be sent to the applicant's area recruiter for review. Out-of-state applicants must return their application to the Lead Recruiter in Santa Fe.
  - i. Applications for all positions will not be rejected due to minor omissions or deficiencies that can be corrected prior to the written and physical fitness testing portion of the application process. However, corrections to these omissions or deficiencies indicating the concealment of, or reluctance to disclose critical information, which would reflect poorly on the candidate, shall not be allowed.
  - ii. Applicants who do not meet the minimum entry qualification requirements will be notified in writing of their disqualification.
- c. Upon successfully passing the physical fitness and written test, the applicant will be given a Personal History Statement application to complete.
- d. Upon receiving the completed Personal History Statement application, the applicant will then be notified and scheduled for a polygraph examination. All polygraph examinations will be conducted by personnel trained in these areas.
  - i. Applicants will be provided with a list of areas, from which polygraph questions will be taken, prior to the actual examination.
  - ii. All pre-employment questionnaires are kept confidential.
  - iii. Polygraph results will be used as an investigative aid only and in no way will the polygraph be the sole determination for disqualifying someone from the application/recruitment process.
- e. At the time of application, candidates are informed in writing of the following:
  - i. The elements of the selection process.
  - ii. The expected duration of the selection process.
  - iii. The agency's procedure for reapplication.
- f. Upon completion of the polygraph examination, the application will be sent for a background investigation to be conducted by a background investigator trained in gathering the required information. The background investigation shall include, at a minimum:
  - i. Criminal history.
  - ii. Verification of at least three personal references.
  - iii. Verification of qualifying credentials.
- g. Upon completion of the background phase, the applicant will be notified and scheduled for the oral interview phase, which is completed in Santa Fe, NM.
- h. Upon completion of the oral interview phase, the application will be reviewed by the Chief of State Police or his designee, who will make the final selection of applicants for entry into the State Police Academy.
  - i. Applicants who have been selected are given a conditional offer of employment, contingent upon passing the psychological and medical examinations.
- i. The last two (2) phases are the medical and psychological examinations.

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- j. Upon appointment to the Academy, the recruit will be provided with an orientation handbook.
  - k. All elements of the selection process will be scored, evaluated, and processed in a uniform manner.
  - l. If an applicant is disqualified during any phase of the selection process, a letter will be sent to the applicant stating that he/she has been disqualified.
  - m. If an applicant is disqualified or not selected by the Chief of the State Police or designee, the applicant's records, including background, polygraph and medical, if applicable, will be maintained by the Training and Recruiting Bureau, pursuant to state records retention requirements. Any applicant may re-apply provided they have not had a lifetime disqualifier. Any person who fails the psychological exam must wait one year before re-applying.
  - n. All selection-related materials including medical examinations and psychological examinations will be kept in a secure area, when not in use, with access restricted to authorized personnel. These materials will be maintained and discarded, pursuant to state records retention requirements (NMAC). This will ensure that all materials will be disposed of in a manner that prevents disclosure of the information within.
3. Upon graduating from the State Police Academy, newly-commissioned officers will be given a manual outlining the Department of Public Safety's organization and staffing, administrative, operational, and personnel policies and directives.
4. Recruiting Incentive Programs:
- a. **Officer Pay for Experience Program:** Designed to offer a higher STEP/Pay incentive to officers who have between 01-05 years of previous law enforcement service. Refer to DPS Policy PRS:16 for specific information on salary and benefits.
  - b. **Guaranteed Duty Location Program:** Designed to attract and keep officers in the community where they are from. The program starts at the beginning of the recruiting process with the applicant notifying the NMSP Training and Recruiting Bureau of the duty location where they would prefer to be stationed. Duty locations are only filled if a Tool Number or position is vacant at that location and no incumbent officers have a request to transfer there. The New Mexico State Police works diligently to assign recruits/officers to the locations they prefer, but the needs of the Department must always come first.
5. Newly commissioned officers are required to complete a two-year probationary period. A newly commissioned officer's probation may be extended by the Chief or designee.

### 7.0 ATTACHMENTS

NONE

### 8.0 APPROVAL

APPROVED BY: s/ Gregory J. Fouratt DATE: November 12, 2014  
DPS Cabinet Secretary